

**MAYOR AND CITY COUNCIL  
CITY OF SEAT PLEASANT  
REGULAR WORK SESSION  
THURSDAY, MARCH 6, 2014  
7:00P.M.**

**1. OPENING**

**1.1.1 Call to Order**

Council President Yeargin called the meeting to order at 6: 04p.m.

**1.1.2 Roll Call**

Present: Mayor Eugene Grant (Absent), Councilmember Johnie L. Higgs, Sr., Councilmember Eugene Kennedy, Councilmember Kelly Porter (Excused), Councilmember Gerald R. Raynor, Sr. (Excused), Councilmember Elenora Simms (Excused), Councilmember Aretha Stephenson, Councilmember Reveral Yeargin

Staff: LaTasha C. Gatling, City Administrator, Dashaun N. Lanham, City Clerk

**1.1.3 Invocation and Pledge of Allegiance:**

The invocation was given by Councilmember Higgs

**1.1.4. Approval of Agenda**

It was motioned by Councilmember Stephenson and seconded by Councilmember Higgs to approve the agenda. The motion carried.

**2. PRESENTATIONS:**

**2.1. None**

**3. LEGISLATION**

**3.1. None**

**4. REPORTS:**

**4.1. Mayor's Report**

- Mayor Grant was absent from the Regular Work Session held on Thursday, March 6, 2014 and no written report was provided.

**4.2. City Administrator Report:**

- Ms. Gatling stated that for the last few months she did not provide a written report as she was trying to format the report and this month is the test.
- Ms. Gatling stated that the current website has the agenda center on the site. It will feature the City Council Meeting Packet. The City Clerk found the Agenda Center on the site and realized that we are paying for the feature. However, it has saved the City money.
- Ms. Gatling stated that each employee has been issued ID badges. The City Council stated the ID badges look nice and they would like to have one for themselves.
- Ms. Gatling stated that Mr. Arrington is possibly facing criminal charges for failure to comply with fines issued years ago. She stated that the Code Enforcement Officer contacted the County regarding the complaints that they received on the property. They visited the site with representatives from the Department of Environmental Resources. Mr. Arrington had been cited by the City, the County and EPA for the condition of the property.
- Ms. Gatling stated that the new windows in City Hall will be installed the last week of March or first week in April. The lights are still out, but it is included in the grant and the City will not be paying for the replacements.
- Ms. Gatling stated that the heat upstairs in City Hall went out about two weeks ago. The motor went out and the company stated that we need to get a new system, as the system is over 10 years old. The heating system will be replaced with funding from the Energy Efficient Grant.
- Ms. Gatling stated that the City was approved for a \$71,000 grant and similar to the senior green program, but it is for low to moderate income residents. The grant will allow \$5,000 per household.
- Ms. Gatling stated she had received a "Thank You" card for the street repair and a telephone call for the snow removal.
- Ms. Gatling stated that she included a Capital Project section in the report and it is broken down by departments. The Feggans Center Demolition companies will be here on tomorrow, Friday, March 7, 2014.
- Ms. Gatling stated that they decided that we needed a Project Manager for the Demolition of the Feggans Center. She stated that we have money in the Engineer Services line of the budget. The cost is usually 10% of the cost to demolish. They advertised the RFP today for an Engineer.
- Ms. Gatling stated that the plans for the Feggans Center Project the New Development of the site, she has reached out to the neighborhood Design Center and the University of Maryland and they are each working on other projects. The City is currently looking for a designer to put together a design

for the new development. It was the consensus of the Council for Ms. Gatling to continue to move forward.

- Ms. Gatling stated that the appraisal was performed today, Thursday, March 6, 2014. She was able to look at the inside of the property along with Mr. Thompson. Mr. Thompson suggested that you continue to rent out the building to the existing occupants until the Council decides what they want to do with the property.
- Ms. Gatling stated that the location is not the best of condition for the Seat Pleasant Police Department. While they were in the property they showed them the sump pump, which is in the floor of the pulpit, but consist of a bucket with a hose. She had requested the broker to provide them with a copy of the warranty on the roof, and if it is transferrable.
- Ms. Gatling stated that the City will be landlords once the property is purchased and they will be responsible for the upkeep.
- Ms. Gatling stated this is a smart move as far as the land because the City will own the entire block, but the building itself needs repairs.
- Ms. Gatling stated that bank is refusing to sign the lease where the Police Department is being housed. She had stated that she has Ms. Rhoda doing research on trailers and modular buildings. The cost of the building is \$800 to \$1,300 per month depending on the size. There will be a one-time start-up fee of \$4,000-\$8,000. She is thinking of one to two trailers.
- Ms. Gatling stated that she is willing to move forward on this as soon as possible. The lease for the bank expires in December 2015.
- Councilmember Higgs stated that he thinks this a good idea, as it has been a discussion in the past on this. He feels the best thing to do is to get the Police Department in the center of the City.
- Councilwoman Stephenson inquired if the electricity will be an additional charge.
- Ms. Gatling stated that it used to be the location of the old police lot. She stated that the electricity and water is located on the site. We know that the plumbing is on the site. We just don't know where it is located and the worst case scenario will be to have a septic tank to be dumped on a monthly basis. The start-up cost is expensive, but the monthly cost is reasonable.
- Ms. Gatling stated that the street repairs will be performed when the weather breaks. The City was approved for PY39 for street repaving, which does not include speed humps.

#### **4.3. Council Committee Report**

- The City Council did not have reports for the month of March

### **5. NEW BUSINESS**

#### **5.1. FY2015 Budget Schedule**

- Ms. Gatling provided the City Council with the FY2015 Budget schedule and requested the City Council to provide the budget review dates and approve the budget hearing date.
- The City Council approved the budget hearing date for Monday, April 21, 2014 at 6:00pm and Saturday, April 26, 2014 from 10:00am-11:30am.
- The City Council agreed to review the budget on Saturday, April 26, 2014 and Saturday, May 3, 2014.
- The City Council agreed to meet with the Department Heads on Wednesday, April 9, 2014 and Wednesday, April 16, 2014.
- The Council requested refreshments for the budget review dates.

#### **5.2. Request for Funds for Walk to Fitness**

- Councilwoman Stephenson provided the City Council with a memorandum requesting approval to spend the funds allocated in the budget for the Walk to Fitness.
- It was motioned by Councilmember Higgs and seconded by Councilwoman Simms to approve the funds for the Walk to Fitness as allocated in the budget.
- FOR: Higgs, Kennedy, Simms, Stephenson and Yeargin
- AGAINST: None
- ABSTAIN: None
- Councilwoman Stephenson stated that she will provide receipts for reimbursement.

#### **5.3. Request for Funds for Shredding Event**

- Councilwoman Stephenson stated that the money for the shredding event is in the budget as well and she would like to have the event on Saturday, May 31, 2014 at City Hall.
- Councilwoman Stephenson stated that she would need one staff person to set up a dumpster and cones for traffic purposes. The seniors may need assistance in getting the trash from their vehicles.
- Ms. Gatling stated she would not be able to provide a staff person to assist on the day of the shredding event, as this is the Ward clean up for two of the wards in the City, which is priority. Additionally, they will have the trucks

coming back and forward with the debris, which will create a bit of problem for any traffic on the City Hall parking lot.

- Councilwoman Stephenson stated that this event is in the budget and it was successfully when she had it previously.
- Ms. Gatling stated that she has the staff cleaning their offices and the City may need to have a shredding company to shred old documents for the City.
- Councilwoman Simms stated that this is an event that the staff should be planning.
- Councilwoman Simms stated that the City should not be providing a staff person to assist with the shredding when we are paying a company.
- Council President Yeargin requested for Councilwoman Stephenson to coordinate with Ms. Gatling for the event in writing.
- Councilwoman Stephenson stated that the rationale was to do Spring cleaning.
- Councilwoman Simms stated that this needed to be planned to let the people know about the event.
- The City Council feels the event should be held at later time in the year.
- The City Council requested for Ms. Sanders to provide a date for the shredding event in the fall.

#### **5.4. Police Department Trailers**

- Ms. Gatling stated the lease has not been signed for the Police Department and she has had Ms. Rhoda getting quotes for trailers to temporarily housed the department.
- Ms. Gatling stated that she would bring recommendations to Council in April.

#### **5.5. Surplus Property**

- Ms. Gatling stated that the current City Charter or Code does not allow the City to dispose of any surplus property.
- Ms. Gatling stated that the City needs to have it on the books in order to dispose of surplus property.
- The City Council agreed to have the legislation sent to the Attorney for review.

#### **5.6. March Public Session**

- Council President Yeargin stated that the City Council had registered to attend the National League of Cities in Washington, D.C., which falls on the Public Session meeting date.
- Council President Yeargin had suggested the Public Session be held on Monday, March 17, 2014.
- The City Council agreed to the meeting being held on Monday, March 17, 2014.

## **6. UNFINISHED BUSINESS:**

### **6.1. Employee Health Insurance Contribution**

- Ms. Gatling stated that last month the City Council was looking at options 1 and 5. However, they are no longer applicable, as the insurance rates are based on individuals and the ages.
- Ms. Gatling stated that the deductible monies are reimbursed to the City, if the employees do not use them. She feels the deductible should remain the same, as the City is paying it.
- Ms. Gatling stated that if the Council keep the contribution as it is now the cost will increase by approximately \$20,000 for the City.
- Ms. Gatling stated that the Council can decide to cover a flat rate for the dependents.
- Ms. Gatling stated that the plan that she selected has a reduction in the deductible.
- Councilwoman Simms inquired if the City had looked at any other insurance companies.
- Ms. Gatling stated that they were more costly than the rate that Kaiser has provided.
- Councilmember Higgs stated he feels the City should cover the employees at the current rate and the dependents at 50%.
- Councilmember Simms stated she feels the contributions should stay the same, but the employees should pay their deductibles.
- It was motioned by Councilmember Higgs and seconded by Councilwoman Simms for the City to contribute 66% for the employees and 50% for the employees dependents and the City will pay the deductible. The motion carried and was unanimously approved.

### **6.2. Update on Demolition of Properties**

- The City Council tabled the discussion of the item until April 7, 2014 Regular Work Session.



### **6.3. Proposed Accounting Manual**

- The City Council tabled the discussion of the item until April 7, 2014 Regular Work Session.

### **6.4. Business and Residential Property License Fees**

- Councilmember Higgs stated that the purpose of the changes in the business license and residential property license is to have them on a fiscal year basis.
- Council President Yeargin inquired of the standard across the county with the licenses fee.
- Councilwoman Simms stated that she was not comfortable with the rate increase, as the City's taxes are the highest.
- Ms. Gatling stated that she was glad that this had come up, as there is a misconception of the fee.
- Ms. Gatling stated that the business owners only pay taxes on the property that they own for their businesses. Yes the City rate is the highest, but in the packet the council will see the rates that some of the businesses pay on their personal property taxes.
- Ms. Gatling stated that one of the businesses pay \$33.00 per year in personal property taxes. However, Safeway pays a larger amount due to their personal property.
- Ms. Gatling provided the City Council of the report of service calls the police department had answered for one of the business in the last three months, which detailed the salary of the officers that answered those calls.
- It was motioned by Councilmember Higgs and seconded by Councilmember Stephenson to approve the Business & Rental license fee as noted in the application. The motion carried and was unanimously approved.


## **7 ANNOUNCEMENTS**

- **7.1. AARP Tax Preparation, Seat Pleasant City Hall-Council Chambers, Every Wednesday, February 5, 2014-Wednesday, April 9, 2014 from 10:00a.m.-3:00p.m. Appointment Required**
- **7.2. Public Session, Monday, March 17, 2014, Seat Pleasant City Hall-Council Chambers at 7:00p.m.**
- **7.3. Black History Month Activity, Black Wax Museum, Friday, March 7, 2014, MUST REGISTER TO ATTEND!!! Seats are limited , bus will leave City Hall at 8:30a.m.**

- 7.4. Ward V Meeting, Wednesday, March 19, 2014, Seat Pleasant City Hall-Council Chambers at 5:30p.m.
- 7.5. PGCMA Meeting, Thursday, March 20, 2014, City of Greenbelt, 25 Crescent Rd., Greenbelt, MD from 6:00p.m.-9:00p.m.
- 7.6. Ward II Community Meeting, Thursday, March 27, 2014, Pleasant Homes Community Center, 6810 Greig St., Seat Pleasant, MD from 6:00p.m.-8:00p.m.
- 7.7. Regular Work Session, Monday, April 7, 2014, Seat Pleasant City Hall-Council Chambers at 6:00p.m.
- 7.8. Public Session, Monday, April 14, 2014, Seat Pleasant City Hall-Council Chambers at 7:00p.m.

**ADJOURN**-The meeting adjourned at 9:14p.m.

Submitted by,

  
Dashaun N. Lanham  
City Clerk